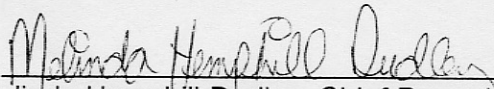


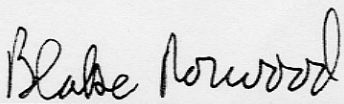
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

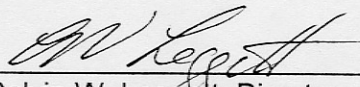
DEPARTMENT OF TRANSPORTATION
PLANNING AND ENVIRONMENT
PLANNING AND PROGRAMMING
STATEWIDE PLANNING BRANCH

Amend the program records retention and disposition schedule approved February 26, 1999 by changing the description for Item 23466 and by adding Item 46047 as shown on substitute page dated March 14, 2002.

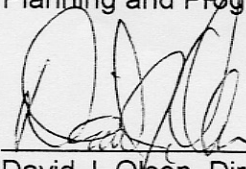
APPROVAL RECOMMENDED


Melinda Hemphill-Dudley, Chief Records Officer
Department of Transportation

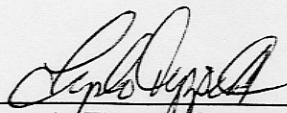

Blake Norwood, Branch Manager
Statewide Planning Branch



Calvin W. Leggett, Director
Planning and Programming


Janet D'Ignazio, Deputy Secretary
Planning and Environment


David J. Olson, Director
Division of Historical Resources

APPROVED


Lynda Tippet, Secretary
Department of Transportation

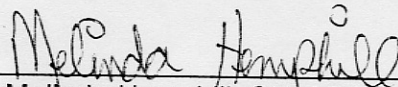

Lisbeth C. Evans, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

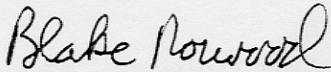
DEPARTMENT OF TRANSPORTATION
PLANNING AND ENVIRONMENT
PLANNING AND PROGRAMMING
STATEWIDE PLANNING BRANCH

Amend the records retention and disposition schedule approved February 26, 1999 by changing the title and disposition instructions for Item 43123 as shown on substitute page dated April 17, 2000.

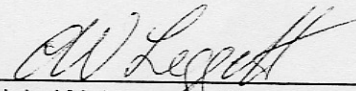
APPROVAL RECOMMENDED



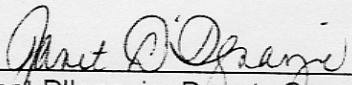
Melinda Hemphill, Chief Records Officer
Department of Transportation



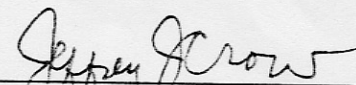
Blake Norwood, Branch Manager
Statewide Planning Branch



Calvin W. Leggett, Director
Planning and Programming

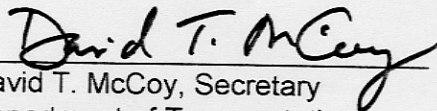


Janet D'Ignazio, Deputy Secretary
Planning and Environment

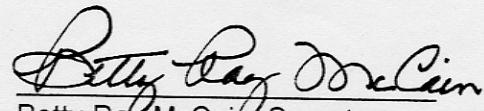


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



David T. McCoy, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

April 17, 2000

MS

DEPARTMENT OF TRANSPORTATION
PLANNING AND ENVIRONMENT
PLANNING AND PROGRAMMING
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Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the record series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

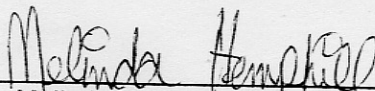
STATEWIDE PLANNING BRANCH

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The


STATEWIDE PLANNING BRANCH

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

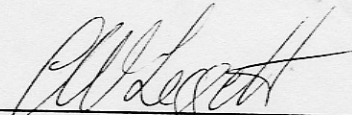
APPROVAL RECOMMENDED



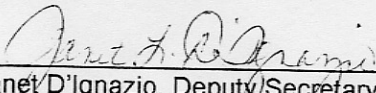
Melinda Hemphill, Chief Records Officer
Department of Transportation



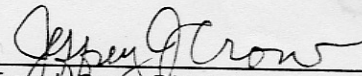
Marion R. Poole, Branch Manager
Statewide Planning Branch



Calvin W. Leggett, Director
Planning and Programming

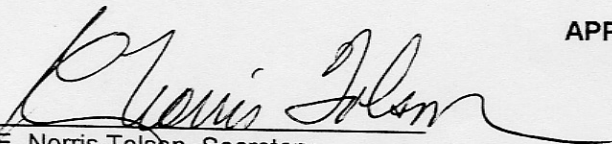


Janet D'Ignazio, Deputy Secretary
Planning and Environment



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Mr. E. Norris Tolson, Secretary
Department of Transportation



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF TRANSPORTATION
PLANNING AND ENVIRONMENT
PLANNING AND PROGRAMMING
STATEWIDE PLANNING BRANCH

Item 3137. Thoroughfare Planning Study Reference File. Plans, correspondence, survey material and cost estimates for thoroughfare plans for city projects, used to monitor planning studies until they are completed and as reference to past planning efforts with municipalities. File also includes maps, preliminary survey material (traffic movements and estimates and working papers), construction and right-of-way cost estimates, newspaper clippings, notices of public hearings, public hearing materials, and other related study records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 3138. Projects (N.C. And U.S. Routes) File. Correspondence, plans, minutes, estimates, studies, reports, transcripts, resolutions, petitions, and other records concerning N.C. and U.S. route thoroughfares. File includes correspondence with the Highway Design Branch, county commissioners, and division engineers; county commission resolutions and petitions from the general public; environmental impact studies and reports; thoroughfare plans; preliminary right-of-way cost estimates; project investigation orders; official transcripts of public hearings; final field inspections; and notices of public hearings. (File is used to monitor projects from the planning stages until acceptance of the system.)

DISPOSITION INSTRUCTIONS: Records are located in the Planning and Environmental Branch. These records were never physically located in the Statewide Planning Branch.

Item 23422. Federal Aid Policy Guide File. Reference copies of federal laws, policies, and procedures received from Federal Highway Administration (FHWA) concerning standards to be adopted or programs to be administered in accordance with federal legislation.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 23453. Adopted Thoroughfare Plans File. Current official thoroughfare plans prepared and recommended by the Statewide Planning Branch and adopted by the municipality and Board of Transportation. Plans show existing and proposed freeways, major and minor thoroughfares, interchanges, grade separations, and traffic data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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Item 23455. Transportation Advisory Committee And Technical Coordinating Minutes

File. Minutes of the Transportation Advisory Committee and Technical Coordinating Committees of Metropolitan Planning Organizations relating to a continuing, cooperative, and comprehensive transportation planning process for each urbanized area in North Carolina. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage. Microfilmed paper records will be returned to agency after microfilming. Retain in office microfilmed paper records permanently. The original copy (silver-halide) of microfilm will be stored permanently in the State Archives vault. Transfer a duplicate copy of the official signed minutes to the State Records Center after each meeting for security storage. The duplicate copy will be destroyed in the State Records Center when original minutes microfilmed.

Item 23465. Systems Responsibility File. Records concerning the state and municipal responsibilities for all streets included in the mutually adopted thoroughfare plans. File includes thoroughfare plan system responsibilities, proposals, and correspondence between the Statewide Planning Branch and city officials. File also includes preliminary proposals (maps)-Ultimate State and City Street Systems within the Municipal Urban Area, municipal agreements on system responsibility, and city and state resolutions of agreement approvals, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

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Item 23466. Transportation System Planning File. Records in paper and electronic formats concerning thoroughfares. File includes preliminary thoroughfare plans, proposed revisions, and final plans. File also includes agreements, resolutions endorsing thoroughfare plans signed by mayors of cities, correspondence with municipalities and others concerning thoroughfare plans, recommendations of city officials for revisions to plans, Board of Transportation meeting minutes citing adoption of thoroughfare plans, geological survey maps, cost estimates, locations survey maps, and listings showing dates of adoption of plans by municipalities and dates recommended by the Planning and Environmental Branch. (File is used for reference in regard to actions taken with municipalities concerning thoroughfare plans.) Amended 03-14-02

DISPOSITION INSTRUCTIONS: Scan in office paper records onto optical disks. (Data from optical disks are sent to ICON Document Technology Imaging for conversion to a compact disk (CD) (2 copies).) Retain in office scanned data and 1 copy of CD permanently. Transfer security copy (second copy) to an off-site location for backup storage. Transfer scanned hard copies (paper records) to the State Records Center after 1 year and when all quality control procedures have been completed. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 37739. Narrative And Expenditure Reports File. Financial statements submitted to Federal Highway Administration (FHWA) monthly. Statements are summarized by the following functional codes: expenditures for current month, year-to-date balance, and total program estimate. File also includes letters of transmittal summarizing the balance of funds allocated for planning and research purposes, quarterly progress reports summarizing work performed, and materials used to report to the FHWA the management and balance of funds allocated for planning and research.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 37747. Transfer Of Charges File. Transfers of charges submitted to controller by the Statewide Planning Branch to correct charges made to wrong work order numbers. (File is used to correct coding of expenditures, job order charges in the journal voucher, errors in expense vouchers, and coding of costs on payroll.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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PLANNING AND PROGRAMMING
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Item 37748. Vehicle Rental Equipment And Mileage And Distribution Reports File.

Reports received from Fiscal Section detailing the issuance and/or transfer of equipment and monitoring and reporting the use of equipment assigned to the Statewide Planning Branch by the Equipment Unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 37749. State Planning Research-Planning Lead (SPR-PI) Work Program File.

Records concerning work programs and revisions. File includes North Carolina Statewide Planning Work Program submitted to the Federal Highway Administration (FHWA) for approval annually showing each item included in the work program and funds allocated to work tasks. File also includes revisions submitted and approved.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved.

Item 41861. Detail Listing Of State Planning Research-Planning Lead (SPR-PI) Expenditures File. Monthly reports detailing expenditures of the SPR-PL funds. (Reports are used to verify that posted charges are correct.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved.

Item 41867. Planning Lead (PI) Fiscal Year File. Invoices and quarterly progress reports submitted by Lead Planning agencies. File also includes notices of payments, correspondence, audit reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after work order closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved.

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Item 41868. Planning Lead (PI) General File. Correspondence, Federal Highway Administration (FHWA) Notice of Section 104(f) PL fund apportionment's, Department of Transportation allocations of PL funds to urbanized areas, and State Planning Research-Planning Lead (SPR-PL) work program tables showing allocations of PL funds on increases and decreases in PL fund work orders.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after work order closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved.

Item 41869. Planning Lead (PI) Program File. Planning work programs and revisions for the metropolitan planning organizations. File includes work orders and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after work order closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved.

Item 41874. Transportation Improvement Program (TIP) Project-Level; Traffic Projection File. Correspondence concerning the development of design-level traffic forecasts for the implementation of projects funded by State Transportation Improvement Program (TIP).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 42423. Transportation System Planning Index File. Indices to Transportation System Planning File (Item 23466).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 46047. Security Backups (Electronic) File. Records on computer readable media identical in digital format to electronic records created and maintained in the office and retained off-site in a separate location in case the original records are damaged or inadvertently erased. File also includes logs, directories, and other related records.
Amended 03-14-02

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.